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*Governor*



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**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS  
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The Committee to Approve Schedules for the Retention  
and Disposition of Official State Records**

**Meeting Notice**

**DATE:** February 9, 2022

**TIME:** 1:15 p.m.

**LOCATION:** Teleconference

The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call-in information. The public may also make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

On the date and time of the meeting you can connect by calling:

Carson City: 775-687-0999

Las Vegas: 702-486-5260

Use access code 43313

If you would like copies of the materials for the meeting they are posted on the [Nevada State Library Archives and Public Records](#) website or they can be mailed to you upon request. If there are any questions concerning access to the meeting, please contact Heather Hahn at 775-684-3411 or [records@admin.nv.gov](mailto:records@admin.nv.gov).

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

## Agenda

**1. Call to Order, Welcome, Roll Call**

**2. Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

**3. Review, correct, if necessary, and approve the minutes from the January 12, 2021 meeting. [Attachment A](#)** (For possible action)

**4. Proposed New RDAs for Agency Specific Records Retention Schedules for the**

- Department of Conservation and Natural Resources Division of Environmental Protection, Bureau of Corrective Action
- Department of Administration, Library, Archives, and Public Records Division, Archives and Records [Attachment B](#) (For possible action)

**5. Proposed Modification RDAs for Agency Specific Records Retention Schedules for the**

- Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness
- Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action
- Department of Administration, Library, Archives, and Public Records Division, Archives and Records [Attachment C](#) (For possible action)

**6. Proposed Deletion RDAs for Agency Specific Records Retention Schedules for the**

- Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness
- Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action
- Department of Administration, Library, Archives, and Public Records Division, Archives and Records
- Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement [Attachment D](#) (For possible action)

**7. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule. [Attachment E](#)** (For possible action)

**8. Discuss Future Agenda Items** (For possible action)

Staff does not have any future agenda items for consideration by the Committee for the March 2022 meeting. Staff recommends the cancelation of the March 2022 meeting.

**9. Confirm time of next meeting** (For possible action)

Next meeting scheduled for March 9, 2022

**10. Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

**11. Adjourn** (For possible action)

## **General Information**

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Heather Hahn in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email [records@admin.nv.gov](mailto:records@admin.nv.gov) prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting Records Management at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: <http://www.nsla.nv.gov> (under Records Management, State Records Committee).

The material is also available by contacting Heather Hahn at 100 North Stewart St. Carson City, NV 89701 (775) 684-3411 [records@admin.nv.gov](mailto:records@admin.nv.gov)

### **This agenda has been posted at the following locations:**

Nevada State Library, Archives and Public Records  
100 North Stewart Street  
Carson City, NV 89701

NSLAPR website: [https://nsla.nv.gov/state\\_records\\_services](https://nsla.nv.gov/state_records_services)

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration

## Attachment A Meeting Minutes for Approval

### *The Committee to Approve Schedules for the Retention and Disposition of Official State Records The "State Records Committee"* Minutes for January 12, 2022

#### **1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:15 p.m. The meeting was held through teleconference in accordance with NRS 241 as it relates to meetings operations of public bodies.

#### **Committee Members:**

**Kim Perondi**, for Barbara K. Cegavske, Secretary of State – Present  
**Jerry Lindsay**, Governors Appointee – Present  
**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present  
**Mike Strom**, Division Administrator, Nevada State Library, Archives and Public Records – Present  
**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Present  
**Alisanne Maffei**, for David Haws, Administrator, Enterprise Information Technology Services – Present

#### **Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present  
**Heather Hahn**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present  
**Sertram Harris**, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

#### **Guests Present:**

None

#### **2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chair.**

There was no public comment made or received by staff via e-mail or phone prior to the meeting. Heather Hahn was sent a question via e-mail from Alisanne Maffei that was not specific to any single record series. Her question was "do we state somewhere that fiscal year mean state fiscal year in reference to individual record series?" Heather Hahn response was typically not, Procedure is that we go with an opposite approach where we identify when something is a federal fiscal year since fewer agencies need to retain records on a federal fiscal year. The federal fiscal year is the expectation to that rule to differentiate between the federal and state fiscal year. Chair Kim Perondi asked if there was somewhere we could add to the General Schedule without having to formalize a change but, just adding a statement in the general instructions saying federal fiscal year is this date and state fiscal year is this date. Sara Martel stated there is a statement at the beginning of the general schedule that states RDA means this throughout it and that we could possibly add a sentence that clarifies the difference between federal and state fiscal year. Chair Perondi asked for additional comment and members agreed to add a sentence in the same paragraph that defines RDA.

#### **3: Attachment A. Review and Approve the Minutes for October 13, 2021**

##### **Discussion and Vote:**

The minutes were approved as presented. The motion was made by Alisanne Maffei and the second was made by Harry Ward. The vote was unanimous.

#### **4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

## Attachment A

### Meeting Minutes for Approval

#### Discussion and Vote:

As there were no action items, there was no discussion or vote.

#### 5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

##### 1. Department of Agriculture, Animal Industry Division, Livestock Identification

A. Title: ~~A~~Estray Animal Reports ~~s~~ Files

RDA: 1992710

#### Description:

~~This~~ *These* records ~~s series~~ contains reports of livestock running at large upon public or private lands in Nevada whose owner is unknown (NRS ~~Chapter 569, 1994~~). The ~~records files~~ may ~~include contain;~~ *but is not limited to:* (1) ~~A~~estray ~~R~~reports, (2) ~~N~~otices of ~~S~~seizure, (3) ~~A~~ppointment of ~~K~~eeper, (4) ~~a~~estray checklists/worksheets, (5) notices of ~~a~~estray animals, (6) financial information, *associated documentation, and related correspondence.* ~~and (7) related correspondence and similar information.~~

#### Authorized Retention:

Retain for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the report was finalized.* ~~following the date of the report.~~

#### Recommended Disposition:

Destroy *Securely*

#### NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

#### Justification for Modification of RDA 1992710:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of” and “following the date of the report” replacing it with “from the end of the calendar year in which the report was finalized” to make a more consistent and defined trigger event. According to the agency, confidential information is contained in this record. Staff recommends changing the Recommended Disposition from Destroy to Destroy Securely to ensure the security of confidential information.

B. Title: Brand Inspection Certificate *Records* Files

RDA: 2003077

#### Description:

~~This~~ *These* records ~~s document~~ series is used to inspect brands and marks *inspections* on grazing animals (*NRS and NAC 565*) pursuant to NRS 565.100 to 565.170, inclusive, and NAC Chapter 565. ~~Brand inspection~~ *The records may* includes but *are* is not limited to: *the brand inspection report with animal statistical data,* ~~a careful examination of each animal, details on sex of the animal, identified brands, marks and other characteristics, and is signed by an authorized agent of the department and the owner (or authorized representative).~~ *The file may also include the* ~~A~~uction ~~Y~~ard ~~M~~aster ~~S~~heets *with supportive documentation,* ~~S~~laughter ~~H~~ouse ~~I~~nspection ~~M~~aster ~~S~~heets, clearance certificates, *associated documentation, and related correspondence.* ~~related correspondence and similar documents.~~

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**Authorized Retention:**

Retain ~~these records~~ for ten (10) calendar years from the end of the calendar year in which the brand certificate ~~and/or transportation permit~~ expired.

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Modification of RDA 2003077:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of” and “and/or transportation permit” to make a more consistent and defined trigger event as transportation permits are not par to this records series.

C. **Title:** Brand ~~or Mark Re-recording~~ *Renewal Records* ~~File~~

**RDA:** 1992702

**Description:**

*These records document the renewal of brands (NRS 564). The records may include but are not limited to: Brand Renewal Notices with supportive documentation, associated documentation, and related correspondence.*

~~This record series contains the Brand Renewal Notice used to rerecord brands or marks pursuant to NRS 564.010 to 564.150, inclusive.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years *from the end of the calendar year in which the notice expired.* ~~following the expiration date.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Modification of RDA 1992702:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of” and “following the expiration date” replacing it with “from the end of the calendar year in which the notice expired” to make a more consistent and defined trigger event.

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D. **Title:** Brand ~~or Mark~~ Recording *Records File*

**RDA:** 1992701

**Description:**

*These records document the recording/transfer of brands with the Division (NRS 564). The records may include but are not limited to: livestock brand recording applications with supportive documentation, bills of sale, titles of transfer, supportive legal documentation, associated documentation, and related correspondence.*

~~This record series contains information used to record brands or marks, including temporary, pursuant to NRS 564.010 to 564.150, inclusive. The file may contain but is not limited to: (1) Livestock Brand Recording Applications, (2) Brand Recording Authorization, (3) Affidavit for Distinct and Separate Livestock Unit, (4) Livestock Security Agreement, and (5) related correspondence, and similar material.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years *from the end of the calendar year in which the recording expired.* ~~following the expiration date.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, legal, and archival needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Modification of RDA 1992701:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of” and “following the expiration date” replacing it with “from the end of the calendar year in which the recording expired” to make a more consistent and defined trigger event.

E. **Title:** Investigat*ion*~~ive~~ Case *Records File*

**RDA:** 1992715

**Description:**

*These records document the investigations of reported/suspected cases of livestock theft, death, violations, or other irregularities. The records may include but are not limited to: officer's reports, voluntary statements, waiver of rights, verified theft complaints, citation and bail scheduled, documentation of livestock killed on a railroad or highway, road check documentation, investigative notes, associated documentation, and related correspondence.*

~~This record series contains investigative case files compiled by livestock investigators in the conduct of investigations of reported or suspected cases of livestock theft, violations or irregularities. The file may contain but is not limited to: a variety of documentation relating to the incident, such as: officer's report; voluntary statement; waiver of rights; verified theft complaint; citation and bail schedules; road checks; investigative notes; related correspondence.~~

**Authorized Retention:**



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Retain ~~these records~~ for three (3) calendar years *from the end of the calendar year in which the case was closed.* ~~after closure of case.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Modification of RDA 1992715:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records” and “after closure of case” replacing it with “from the end of the calendar year in which the case was closed” to make a more consistent and defined trigger event.

F. **Title:** Livestock Assessment/Head Tax Program      *Records*      **RDA:** 2015011

**Description:**

*These records document the assessment of the average annual inventory of livestock (NRS 575). The records may include but are not limited to: assessment documentation, head tax letters, tax payment receipts, associated documentation, and related correspondence.*

~~This series is used to assess the average annual inventory of livestock (to include stock cattle; dairy cattle; horses, mules and asses; hogs and pigs; goats; sheep and weaned lambs, for taxation purposes (NRS 575.080 — 575.230). The record may include but is not limited to: assessment form, and related correspondence.~~

**Authorized Retention:**

Retain for six (6) *fiscal* years from the end of the fiscal year in which the assessment was submitted.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Modification of RDA 2015011:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, to make the Authorized Retention statement more consistent within this retention schedule, staff recommends the addition of “six (6) fiscal years” at the beginning of the statement.



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G. Title: Special Permit ~~Records~~ **File**

RDA: 1992706

**Description:**

*These records document special permits issued by the Division (NAC 565). The records may include but are not limited to: horse permits (annual or lifetime), livestock movement permits, transportation permits, associated documentation, and related correspondence.*

~~This record series contains the information used to issue special permits pursuant to NAC 565.030. The files include, but are not limited to, applications submitted with supporting documentation for: (1) pasture to pasture permit (intrastate), (2) special ranch permit, (3) extraordinary permit, (4) annual horse transportation card, (5) lifetime horse permit, and (6) related correspondence, and similar material.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the permit expired.* ~~following expiration date.~~

**Recommended Disposition:**

Destroy **Securely**

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Modification of RDA 1992706:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of” and “following expiration date” replacing it with “from the end of the calendar year in which the permit expired” to make a more consistent and defined trigger event. According to the agency, confidential information is contained in this record. Staff recommends changing the Recommended Disposition from Destroy to Destroy Securely to ensure the security of confidential information.

## 2. Department of Administration, Mail Services Division

A. Title: ~~State~~ Mail Statistical ~~Reports~~ **File**

RDA: 2011039

**Description:**

*These records document statistical reports regarding operational activities. The records may include but are not limited to: automated postage reports, metered and permit reports, United States Postal Service (USPS) postage summaries, client billing reports, company detail (permit) reports, yearly summary of job activity reports, barcoder statistics for letters and postcards, job summary by class reports, associated documentation, and related correspondence.*

~~These records document the statistics gathered on job activity. The files may include, but are not limited to: Automated Postage Reports, including: Metered and Permit reports, USPS Postage Summary, Job Summary Report, Client Billing Report, Summary Zip Destination Report, Company Detail (Permit) Report, etc., and; Yearly Summary of Job Activity reports, including: Barcoder Statistics (Letter and Postcard), Job Summary by Class report, etc.~~

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#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the end of the calendar year *in which the report is created.* ~~to which they pertain.~~

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department Administration, Mail Services Division.

#### **Justification for Modification of RDA 2011039**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records,” “a period of”, and “to which they pertain” replacing it with “in which the report is created” to make a more consistent and defined trigger event. Finally, staff would like to let the Committee know, due a change in the organizational structure of the Department of Administration, the Mail Services retention schedule is no longer a part of the Nevada State Library, Archives and Public Records Division’s schedules, but will be a standalone schedule under the Department of Administration.

### **3. Department of Corrections, Inmate Services**

#### **A. Title:** Cook’s Worksheets

**RDA:** 1991544

#### **Description:**

~~This~~ *These* records *document* ~~series is the Cook's Worksheet (DOC Form 570)~~ *the operations*, which ~~is~~ *are* used for every meal, to enable the manager/supervisor to order, breakout, and prepare only food required ~~(in accordance with Department of Corrections Administrative Regulations 273 V.F.3.b and 276 V.B.1.7).~~ *The records may include but are not limited to: cook’s worksheets, associated documentation, and related correspondence.*

#### **Authorized Retention:**

Retain for ~~a period of~~ five (5) calendar years from the ~~date to which they pertain~~ *end of the calendar year in which the worksheet was created.*

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

#### **Justification for Modification of RDA 1991544:**

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Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of”, and “date to which they pertain” replacing it with “end of the calendar year in which the worksheet was created” to ensure a more consistent and defined trigger event.

#### B. Title: Daily Meal Reports

RDA: 1991543

##### Description:

~~This~~ *These* records ~~series contains the Daily Meal Report (DOC Form 575)~~ *document meal reports* filled out for every meal served (in accordance with ~~DOC~~ *Department of Correction's* Administrative Regulation 269 V.B.6; 273 V.F.a; 267 V.G. and 277 V.E.6.i). *The records may include but are not limited to: meal reports, The report provides the actual participation counts, as well as information on menu changes, meal rating, food temperature, sanitation, waste, and related comments- associated documentation, and related correspondence.*

##### Authorized Retention:

Retain for ~~a period of~~ five (5) calendar years from the ~~date to which they pertain~~ *end of the calendar year in which the meal report was created.*

##### Recommended Disposition:

Destroy

##### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

##### Agency review:

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

##### Justification for Modification of RDA 1991543:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of”, and “date to which they pertain” replacing it with “end of the calendar year in which the meal report was created” to ensure a more consistent and defined trigger event.

#### C. Title: Daily Transaction Register *Records* ~~File~~

RDA: 1991483

##### Description:

~~This~~ *These* records ~~series contains source documents of~~ all daily transactions for ~~an~~ *all* inmate's fiscal account *transactions processed through the banking system on any given day.* The ~~file may contain:~~ *records may include but are not limited to: Brass Slips — Inmate Account* transaction requests, (DOC-509) payroll documents, ~~medical and dental charge outs;~~ *check* logs, ~~restitution~~ payments, department charges, fund transfers, ~~from savings to trust account, hobby craft tickets, and similar material.~~ *associated documentation, and related correspondence.*

##### Authorized Retention:

Retain for ~~a period of three (3)~~ *six (6)* fiscal years from the ~~first fiscal year to which the documents pertain~~ *end of the fiscal year in which the transaction occurred.*

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#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative and fiscal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

#### **Justification for Modification of RDA 1991483:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of”, and “first fiscal year to which the documents pertain” replacing it with “end of the fiscal year in which the transaction occurred” to ensure a more consistent and defined trigger event. Finally, staff recommends changing the retention from three (3) fiscal years to six (6) in order to maintain accounting related records for a consistent amount of time to other accounting related records in this retention schedule.

**D. Title:** Inmate ~~Accounting~~ *Banking Records* ~~File~~

**RDA:** 1999074

#### **Description:**

~~This~~ *These* records ~~series consists of~~ *document* information relating to an *individual* inmate's fiscal *banking* account. ~~The file may contain:~~ *The records may include but are not limited to:* ~~copies of~~ fiscal authorization ~~s,~~ *s,* ~~(Conditions of Inmate Employment form DOC-533); Kites — Accounting Inquiry Form (DOC-554); Brass Slips — Inmate Account Transaction Request (DOC-509);~~ bank account statements, legal documents, *associated documentation, and* related correspondence. ~~; and similar material.~~

#### **Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) fiscal years from the ~~fiscal year to which it pertains~~ *end of the fiscal year in which the inmate's banking account is closed.*

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

#### **Justification for Modification of RDA 1999074:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “this records series”, “a period of”, and “first fiscal year to which the documents pertain” replacing it with “end of the fiscal year in which the inmate's banking account is closed” to ensure a more consistent and defined trigger event.

**E. Title:** Master Menus ~~—Department of Prisons~~

**RDA:** 1991545

## Attachment A

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#### **Description:**

~~This~~ *These* records ~~series contains the Master Menu which is prepared in advance~~ *document the advanced preparations* to provide the inmate population with wholesome and nutritious meals in accordance with Department of Corrections Administrative Regulations ~~269 IV.A.3.b.; and 277 V.A.1-7.~~ *The records may include but are not limited to: master menus, associated documentation, and related correspondence.*

#### **Authorized Retention:**

Retain for ~~a period of~~ five (5) calendar years from the ~~effective date~~ *end of the calendar year in which the master menu was certified.*

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

#### **Justification for Modification of RDA 1991545:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of”, and “effective date” replacing it with “end of the calendar year in which the master menu was certified” to ensure a more consistent and defined trigger event.

**F. Title:** Monthly Diet Report*s*/Log*s*

**RDA:** 1991546

#### **Description:**

~~This~~ *These* records ~~series contains the Medical Diet Log (DOC Form 2636) which is~~ *document the medical diet program completed and* maintained by Food Services personnel. *The records may include but are not limited to: medical diet reports, medical diet logs, the* monthly listing*s* indicating the types of diets and the number of inmates prescribed the diet ~~(pursuant to Department of Corrections Administrative Regulation~~ *s, 277 V.E.6.i); associated documentation, and related correspondence.*

#### **Authorized Retention:**

Retain for ~~a period of~~ five (5) calendar years from the ~~date to which they pertain~~ *end of the calendar year in which the report, log, or listing was created.*

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

#### **Justification for Modification of RDA 1991546:**

## Attachment A

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Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of”, and “date to which they pertain” replacing it with “end of the calendar year in which the report, log, or listing was created” to ensure a more consistent and defined trigger event.

**G. Title:** ~~Sanitary~~ *Sanitation* Inspection Reports/Logs

**RDA:** 1991547

**Description:**

~~This~~ *These* records ~~series contains the~~ *document* sanitation inspections ~~reports/logs~~ completed ~~daily/weekly/monthly/or quarterly~~ by *a* Food Services Administration and/or *a* Health and Safety representative pursuant to Department of Corrections Administrative Regulation ~~s 270 V.H.1-4~~. *The records may include but are not limited to: reports, logs, associated documentation, and related correspondence.*

**Authorized Retention:**

Retain for ~~a period of~~ three (3) calendar years from ~~effective date~~ *the end of the calendar year in which the report or log was created.*

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

**Justification for Modification of RDA 1991547:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “a period of”, and “effective date” replacing it with “the end of the calendar year in which the report or log was created” to ensure a more consistent and defined trigger event.

#### **4. Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit**

**A. Title:** *Child Support* Audit ~~Records~~ *Files*

**RDA:** 2003163

**Description:**

*These records document the audits of county District Attorney's office's collection and disbursement of child support payments (42 USC s. 654 and NRS Chapter 425). The records may include but are not limited to: audit report with supportive documentation, associated documentation, and related correspondence.*

~~This record series is used to document the audits of the county support enforcement entities and activities of each District Attorney as required by 42 USC s. 654 and NRS Chapter 425 relating to collections and disbursements of child support payments. The files may include audit work papers, draft reports, audit reports, correspondence, and related documents.~~

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### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the end of the fiscal year *in which the audit report is completed.* ~~to which they pertain.~~

### Recommended Disposition:

Destroy Securely

### NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

### Justification for Modification of RDA 2003163:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “to which they pertain” replacing it with “in which the audit report is completed” to ensure a more consistent and defined trigger event.

B. Title: Child Support Case ~~Records~~ *Files*

RDA: 2003164

### Description:

*These records document the case management actions taken by the Division when child support services are required (Title IV Part D of the Social Security Act (42 USC s.651 et. seq.), 45 CFR 302 and 303, NRS 128, 130 and 425). The records may include but are not limited to: application for child support enforcement services with supportive documentation, vital statistics documentation, legal documentation, parentage determination documentation, financial and tax documentation, employment documentation, child support specific financial documentation, State or Federal parent locator records, additional documentation from other states, associated documentation, and related correspondence.*

~~This record series documents the enforcement actions taken by the Division in child support services as required by Title IV Part D of the Social Security Act (42 USC s.651 et. seq.), NRS Chapter 128 and NRS Chapter 425. This record series contains application for Child Support Enforcement Services (see 45 CFR 302.15 and 45 CFR 302.33); copies of legal documents (court orders, service of process, stipulations, determinations, etc.); determination of paternity documents; wage, earnings and withholding statements (from employers, the Employment Security Division, the Social Security Administration [SSA], the Internal Revenue Service [IRS], workers compensation agencies, etc); documents from financial institutions (banks, credit unions, credit reporting agencies, etc.); support payment and related accounting records; locator records (from state and Federal Parent Locator Systems, DMV's, SSA, IRS and other agency records); copies of computer reports; related correspondence and similar documents. These records may include documents from other states (see the Uniform Interstate Family Support Act in NRS Chapter 130).~~

### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year in which the case was closed (~~see "Case Closure" in the Welfare Division Administrative and Support Enforcement Manuals and 45 CFR 303.11).~~



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#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

#### **Justification for Modification of RDA 2003164:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “(see “Case Closure” in the Welfare Division Administrative and Support Enforcement Manuals and 45 CFR 303.11)” to ensure a more consistent and defined trigger event. In particular, staff recommends the deletions of portions of the Description and Authorized Retention that are instructional in nature and therefore are not part of the records or its retention.

**C. Title:** ~~Computer Reports for~~ Child Support: Statistical *Reports*

**RDA:** 2006198

#### **Description:**

*These records document the statistical reports created to administer and monitor the Child Support Enforcement Program. The records may include but are not limited to: annual incentive documentation, program expenditure documentation, case characteristic documentation, hearing statistics, five quarter report, effectiveness reports, financial monitoring reports, program monitoring reports, State or Federal parent locator activity documentation, parentage establishment documentation, associated documentation, and related correspondence.*

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer and monitor the Child Support Enforcement Program. The statistical reports may include: —Incentive (Annually) [identifies the amount of performance award for each county, etc.], Program Expenditures, Case Characteristics, Hearing Statistics, Five Quarter Report, Program Effectiveness, Office Effectiveness, Annual Effectiveness, Annual Collections & Cost Effectiveness, Financial Monitoring Report, Program Monitoring Report, Locate Activity [identifies worker statistics by activity, such as number of cases initiated, case contacts, etc.], Paternity Establishment [identifies worker statistics by paternity activity: cases initiated & pending, # blood tests and paternities established, etc.] and similar reports.~~

#### **Authorized Retention:**

Retain ~~these records for a period of~~ three (3) federal fiscal years from *the end of the federal fiscal year in which the Final Expenditure Report was submitted.* ~~the date of submission of the quarterly, annual or final expenditure report.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, fiscal, and legal values.

#### **Agency review:**

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The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

#### **Justification for Modification of RDA 2006198:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “the date of submission of the quarterly, annual or final expenditure report” replacing it with “the end of the federal fiscal year in which the Final Expenditure Report was submitted” to ensure a more consistent and defined trigger event.

**D. Title:** Statewide IRS Reconciliation Summary *Report*

**RDA:** 2003168

#### **Description:**

*These records document the assessment of child support obligations and Medicaid benefits as they related to the Internal Revenue Service (IRS) and the State of Nevada Medicaid system. The records may include but are not limited to: Social Security Administration (SSA) reports, IRS reports, Nevada Medicaid reports, the Statewide IRS Reconciliation Summary Report, worksheets, associated documentation, and related correspondence.*

~~This record series is used to check information available from the IRS with information in Nevada Medicaid files to accurately assess child support obligations of a noncustodial parent and identifies Medicaid benefits being received by applicants for child support. A reconciliation list is then prepared and sent to the IRS. These files may include: various reports from the Social Security Administration (SSA), reports from the IRS, various Nevada Medicaid reports, the Statewide IRS Reconciliation Summary Report, worksheets and similar documents~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the end of the fiscal year *in which the reconciliation summary report is submitted to the IRS* ~~to which they pertain.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

#### **Justification for Modification of RDA 2003168:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “to which they pertain” replacing it with “in which the reconciliation summary report is submitted to the IRS” to ensure a more consistent and defined trigger event.

**E. Title:** *Child* Support Enforcement Accounting *Records* ~~Reports~~

**RDA:** 2006199

#### **Description:**

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*These records document the collection and disbursement of funds from the State Child Support Disbursement Fund (42 USC s.654 (10), 45 CFR 302.15, and NRS 425). The records include but are not limited to: monthly cash summaries, interim/norm distribution documentation including account worksheets, audit trail documentation, warrant reports, incentive payable documentation, Federal incentive receivable disregard documentation, payroll register documentation, Unemployment Insurance Benefits (UIB) summary collection reports, IRS intercept listings, associated documentation and related correspondence.*

~~This record series is used to document the collections and disbursements of funds from the State Child Support Disbursement Fund in accordance with 42 USC s.654 (10), 45 CFR 302.15, NRS 425.363 and NRS 425.410 to 425.490. These files may include: monthly cash summary, interim/norm distribution, interim/norm account worksheet, audit trail sheet, warrant report, incentives payable, Federal incentive receivable disregard, warrant control report, payroll register, UIB summary collection report, warrant control, IRS intercept listing (several different types), related correspondence and notes, and similar documentation.~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from *the end of the federal fiscal year in which the Final Expenditure Report was submitted.* ~~the date of submission of the quarterly, annual or final expenditure report.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

#### **Justification for Modification of RDA 2006199:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “the date of submission of the quarterly, annual or final expenditure report” replacing it with “the end of the federal fiscal year in which the Final Expenditure Report was submitted” to ensure a more consistent and defined trigger event.

**F. Title:** *Child* Support Enforcement Federal Reports

**RDA:** 2006200

#### **Description:**

*These records document child support enforcement related reports submitted to the Federal government (42 USC s.654 (15) and 45 CFR 302.15 (7)). The records may include but are not limited to: Child Support Enforcement Program Quarterly Data Reports with supportive documentation, Child Support Enforcement Program Data Summary Report with supportive documentation, associated documentation, and related correspondence.*

~~This record series is used to prepare reports for to the Federal Government in accordance with 42 USC s.654 (15) and 45 CFR 302.15 (7). The files may include: Child Support Enforcement Program Quarterly Data Report [which lists case inventory, services required, services provided, and interstate activity], Child Support Enforcement Program Data Summary Report [which includes an annual summary of staff equivalent (FTE),~~

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~~program expenditures, paternity establishment, voluntary collections received, and ordered collections received and receivable] with related work papers and other computer reports.~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from *the end of the federal fiscal year in which the Final Expenditure Report was submitted.* ~~the date of submission of the quarterly, annual or final expenditure report.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

#### **Justification for Modification of RDA 2006200:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “the date of submission of the quarterly, annual or final expenditure report” replacing it with “the end of the federal fiscal year in which the Final Expenditure Report was submitted” to ensure a more consistent and defined trigger event.

#### **Discussion and Vote:**

The proposals in Attachment C were approved as presented. Harry Ward disclosed that he has attended meetings for the Department of Agriculture and Department of Corrections as a legal representative, but he felt he could be unbiased, and it would not affect his ability to vote. Heather Hahn received a question from committee member Alisanne Maffei regarding the financial banking records. Ms. Maffei asked if this was a legal term to use bank as it read more like a type of hotel or retail store ledger account to allow for the inmates’ store and other services. The previous wording was “accounting records”. She also had a question about the consistency or standardized methodology for citing NRS in the description. Heather Hahn’s response was that the inmate services edit was completed by three different analysts over an extensive period of time, and that is where some inconsistencies may appear. She also stated that staff is working towards a more consistent formatting where it would read “NRS and chapter number” to streamline verbiage in the description. As for the banking question, the agency requested the word “banking” to replace the word “accounting”. The agency wanted banking instead of accounting because it pertains to the daily transaction processed by the banking system on behalf of an inmate. RDA 1999074 documents the term “banking” to ensure the verbiage encompasses all components of the records series to be more concise and accurate with the agency’s terminology. Alisanne Maffei did find it confusing, however, after researching, she found their website had been updated to say banking and that there are other states that refer to inmate banking. The motion was made by Harry Ward and the second was made by Jerry Lindsay. The vote was unanimous.

### **6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

#### **1. Department of Agriculture, Animal Industry Division, Livestock Identification**

**A. Title:** ~~Livestock Brand and Mark Card File~~

**RDA:** ~~1992704~~

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**Description:**

~~This record series contains the Livestock Brand Cards (3 x 5) maintained pursuant to NRS 564.010 to 564.150, inclusive. The card contains but is not limited to: owner information; brand or mark name; a drawing (exact, except as to size); notation if lost to record with date; and similar information.~~

**Authorized Retention:**

~~Retain these records in the legal custody of the department as long as administratively useful.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Deletion of RDA 1992704:**

According to the agency, these records are no longer created. Staff and the agency recommend the deletion of this RDA. The State Archives Manager has reviewed the records series and is agreement with the recommendation.

**B. Title:** ~~Livestock Railroad/Highway Kills File~~  
~~1992711~~

**RDA:**

**Description:**

~~This record series contains the reports of livestock killed on railroads and highways. The file contains, but is not limited to: (1) Officer's Report of Livestock Killed by Railroad, and (2) Highway Kill Report.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years following the date of the report.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Deletion of RDA 1992711:**

With the proposed changes to RDA 1992715 "Investigative Case File" in this retention schedule, this records series becomes redundant. Staff recommends the deletion of this RDA. The recommended disposition of these records is not affected by this deletion as both records series are destroy or destroy securely.

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C. Title: ~~Brand or Mark Transfer File~~

RDA: ~~1992703~~

**Description:**

~~This record series contains information used to transfer brands or marks pursuant to NRS 564.010 to 564.150, inclusive. The file may contain but is not limited to: (1) Livestock Brand Bill of Sale and/or Transfer of Title, (2) supporting legal documents, (3) related correspondence, and similar material.~~

**Authorized Retention:**

~~Retain these records for a period of five (5) calendar years following the effective date.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Animal Industry Division, Livestock Identification.

**Justification for Deletion of RDA 1992703:**

With the proposed changes to RDA 1992701 "Brand or Mark Recording File" in this retention schedule, this records series becomes redundant. Staff recommends the deletion of this RDA. The Recommended Disposition of these records are not affected by this deletion as both records series are Transferred to the Archives. The State Archives Manager has reviewed the records series and is agreement with the recommendation.

## 2. Department of Corrections, Inmate Services and Offender Management

A. Title: ~~Work Fiscal Agreements (DOP 533)~~

RDA: ~~1999073~~

**Description:**

~~This record series documents the agreement for inmates to receive pay in a work program. It consists of a one page signed form 'Conditions of Inmate Employment' DOC 533. Related memos and correspondence may also be attached.~~

**Authorized Retention:**

~~Retain for a period of six (6) fiscal years from the fiscal year in which the agreement is terminated.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services and Offender Management.

**Justification for Modification of RDA 1999073:**

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Inmate Services is not the office record. The office of record is the Department of Corrections, Offender Management. According to Offender Management, these records are kept as part of an inmate's master Institutional file or I file. Therefore, these records fall under RDA 1992718 Inmate Records: Master records series of the Offender Management retention schedule making this records series redundant. Staff, the Inmate Services Records Officer, and the Offender Management Records Officer suggest the deletion of this RDA.

**B. Title:** ~~Daily Reconciliations File~~

**RDA:** 1991484

**Description:**

~~This record series contains computer printouts which reconcile charge-outs to an inmate's bank account.~~

**Authorized Retention:**

~~Retain for a period of three (3) fiscal years from the first fiscal year to which the document pertains.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Inmate Services.

**Justification for Deletion of RDA 1991484:**

Staff recommends the deletion of this records series as it has been determined these records fall under the General Schedule records series 2007016 "Fiscal: Accounting Files (Agency Copy)". The agency has agreed to follow the General Schedule.

### 3. Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement

**A. Title:** ~~Computer Reports for Child Support: Regularly Scheduled~~

**RDA:** 2003164

**Description:**

~~This record series contains reports printed either on a regular basis or upon request and used to administer the Child Support Enforcement Program. These reports include printouts from: legacy systems within other programs of the Welfare Division; the NOMADS system; ESD, DMV and other state agencies; local governments; the Federal government; and various printouts from other states.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**



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Delete this RDA.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

#### Justification for Deletion of RDA 2003164:

According to the agency, these records are a part of the RDA 2006198 Child Support Statistical Reports and as such do not need their own records series. Staff and the agency recommend the deletion of this RDA.

**B. Title:** ~~Computer Reports for Child Support: Temporary~~

**RDA:** ~~2003167~~

#### Description:

~~This record series contains reports printed either on a regular basis or upon request and are used to prepare other reports, complete a task or correct the database in the administration of the Child Support Enforcement Program. These reports may include: case closure reports, emancipation report, tables update, invalid transaction reports, error and exception reports, office worker table, master file case comparison, various financial reports and similar computer reports.~~

#### Authorized Retention:

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

#### Recommended Disposition:

~~Destroy Securely~~

#### NSLAPR staff recommendation:

Delete this RDA.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

#### Justification for Deletion of RDA 2003167:

According to the agency, these records are a part of the RDA 2006198 Child Support Statistical Reports and as such do not need their own records series. Staff and the agency recommend the deletion of this RDA.

#### Discussion and Vote:

The proposals in Attachment D were approved as presented. Harry Ward disclosed that he has attended meetings for the Department of Agriculture and Department of Correction as a legal representative, but he felt he can be unbiased, and it would not affect his ability to vote. The motion was made by Maureen Martinez and the second was made by Mike Strom. The vote was unanimous.

#### 7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

#### Discussion and Vote:

As there were no action items, there was no discussion or vote.

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#### **8: Discuss future agenda items**

<b>Discussion:</b>
The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Per Heather Hahn: Review of the State Library, Archives & Public Records Division: Archives & Records schedule, Public Behavioral & Health: Radiation Control schedule, Nevada Department of Environmental Protection: Corrective Action Bureau instead of the Division of Welfare Support.

#### **9: Determine time of next meeting**

The next meeting will be held February 9, 2022 at 1:15 pm via teleconference.

#### **10: Public Comment**

There was no public comment made or received by staff via e-mail or phone during the meeting. Maureen Martinez had a question in terms of the teleconference format being used. Chair Kim Perondi felt as of right now continuing to have the SRC meeting teleconference would be a good decision while we are still in a pandemic. Harry Ward suggested a hybrid SRC meeting with teleconference and/or virtual meetings. Chair Kim Perondi suggested Microsoft Teams as a way of having the SRC meeting virtually. Alisanne Maffei suggested Microsoft Teams can be used for individuals without direct access and they can be a guest. Harry Ward stated his meetings over Zoom have been hacked and interrupted by individuals with nefarious intentions. Alisanne Maffei stated the Zoom has a class action suit against it for those concerns. She also stated that Clark County School District had an extreme issue regarding Zoom over having meetings hacked. Chair Kim Perondi was wondering if the meetings are still under a Governor's order to have them telephonic or virtual. Hard Ward said that the Open meeting laws have change so that we can have teleconferences and Zoom meetings without a physical location. Heather Hahn stated that Assembly Bill 253 authorizes the public body to conduct meeting by means of teleconference or videoconference permanently changing NRS 241.023. Chair Kim Perondi suggested to continue using teleconference for the upcoming SRC meeting. Next month, However, the committee will discuss whether to talk about having the meetings in person or continue teleconferencing.

#### **11: Adjourn**

The meeting was adjourned at 1:44 pm by the Chair, Kim Perondi.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action

##### A. Title: *Abandoned or Contaminated Site Case Records*

RDA: 2021010

##### **Description:**

*This record series documents cases of abandoned and or contaminated sites throughout the State identified for assessment, possible remediation, and or cleanup efforts related to hazardous substances in soil, groundwater, or surface water. The records may include but are not limited to: preliminary assessments and site inspection reports, remedial investigations and feasibility studies, risk assessments, proposed plans, decision documentation, remedial designs, no further action decision documentation, engineering evaluations and cost analyses, maps, enforcement documentation, associated documentation, and related correspondence.*

##### **Authorized Retention:**

*Retain for thirty (30) calendar years from the end of the calendar year in which the site or remediation case is closed.*

##### **Recommended Disposition:**

*Permanent: Transfer to State Archives*

##### **NSLAPR staff recommendation:**

The retention period meets administrative and archival values.

##### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

##### **Justification for New of RDA 2021010:**

According to the agency, they create records related to sites of hazardous waste contamination that do not fall on the purview as a Brownfields or Superfund site. Currently, there is no mechanism in this retention schedule to address such records. Staff and the agency recommend the creation of this records series to address the shortfall. In addition, staff, the agency, and the State Archives Manager recommend a permanent disposition of these records as it has been determined they hold historical value. According to the State Archives Manager this "record series should be retained to protect the financial interests of the state and to protect its citizens from any potential risks of hazardous materials. There could be long term detrimental health effects that may not be diagnosed for decades, and asbestos is a prime example of materials that were deemed safe but later determined to cause life-threatening or fatal cancers". Staff recommends an Authorized Retention of thirty calendar years to ensure these records are kept for the same timeframe as similar records that appear in this retention schedule.

#### 2. Department of Administration, Library, Archives, and Public Records Division, Archives and Records

##### A. Title: *Records Management – Records Officer Designation Forms*

RDA: 2021003

##### **Description:**

*These records document the designation of agency's records officer(s) (NRS and NAC 239). The records may include but are not limited to: completed authorization forms, associated documentation, and related correspondence.*

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**Authorized Retention:**

*Retain until superseded.*

**Recommended Disposition:**

*Destroy*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for New of RDA 2021003:**

In order to document the appointment of Records Officers (NRS and NAC 239) according to records retention practices, staff recommends the creation of this records series. Staff recommends a retention of “until superseded” as it meets the agency’s administrative needs and aligns with other similar records within this retention schedule. The State Records Manager and the State Archives Manager agree with the proposed addition.

**B. Title:** *Records Management – Local Government Records Retention Schedules*

**RDA: 2021011**

**Description:**

*These records document the local government records retention schedule developed by Records Management staff (NRS 239.125 (2)). The records may include but are not limited to: the completed local government records retention schedule, specific sections of the local government records retention schedule, and the Local Government Records Management Program Manual.*

**Authorized Retention:**

*Retain until superseded.*

**Recommended Disposition:**

*Permanent: Transfer to Archives*

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Modification of RDA 2021011:**

Staff recommends the creation of this RDA to address records created by the agency that are not currently included on the schedule. In addition, staff recommends the creation of this RDA as the State Archives Manager has deemed these records of historical value. According to the State Archives Manager “There have been occasions when state archives staff have had questions as to when and why a certain record series has changed over the years. Previous retention and disposition schedules serve a helpful guide when revisions are necessary. Maintaining the previous scheduled can detect an important pattern. Given the questions in the past, the state archives manager believes that Records Management – Local Government Records Retention Schedules is a record series that has value beyond its current state.” The State Records Manager and the State Archives Manager agree with the proposed addition.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness

A. Title: Beatty Low-Level Radiation Storage Facility **Records Files**

RDA: 2005146

##### Description:

~~This~~ **These** records ~~series~~ documents the licensing, monitoring, and closure of the Beatty Low-Level Radioactive Storage Facility of U.S. Ecology, Inc., by the ~~Health~~ Division (**NAC 459**). The **records files** may ~~include-contain,~~ but are not limited to: ~~L~~icense application**s** with **supportive associated** documentation; ~~P~~roposed license conditions; ~~F~~acility standards manual**s**; ~~S~~ite stabilization and closure plan**s**; ~~F~~inancial documentation; ~~S~~ite user violations documentation **with supportive including any** legal documentation; **Government Accountability Office (GAO) report**s**, radioactive material burial or disposal reports from licensees,** environmental monitoring reports, surveys, groundwater monitoring reports, ~~etc.-;~~ ~~E~~valuations; ~~S~~ite inspections; **associated documentation, and** ~~R~~elated correspondence.

##### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ ten (10) calendar years **from the end of the calendar year in which the facility is closed** ~~after the closure of the facility.~~

##### Recommended Disposition:

Permanent: Transfer to State Archives

##### NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

##### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

##### Justification for Modification of RDA 2005146:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “after the closure of the facility” replacing it with “from the end of the calendar year in which the facility is closed” to make a more consistent and defined trigger event. Finally, due to operational changes of the agency, the office of record’s name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly.

B. Title: Ionizing Radioactive Material License **Records Files**

RDA: 2005145

##### Description:

~~This~~ **These** records ~~series~~ documents ~~the general and specific classes of~~ licenses for the receipt, possession, use, transfer, owning or acquiring of radioactive material in accordance with the Rocky Mountain Low-Level Radioactive Waste Compact (NRS 459.007 to 459.0083), ~~NRS 459.010 to 459.370~~ and NAC 459.118 to 459.314). The **records files** may ~~include-contain,~~ **but are not limited to:** applications, renewals, ~~copies of~~ licenses **documentation**, amendments, modifications, reciprocal recognition of licenses, revocation**s and &** suspensions, administrative actions, judicial actions, inspection reports, **associated documentation, and** related correspondence ~~and similar documentation.~~

##### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from the **end of the calendar year in which the license expired, is revoked, or not renewed** ~~date of expiration, revocation or nonrenewal of the license.~~

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### **Recommended Disposition:**

**Permanent: Transfer to Archives** ~~Destroy~~

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

#### **Justification for Modification of RDA 2005145:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “date of expiration, revocation or nonrenewal of the license” replacing it with “end of the calendar year in which the license expired, is revoked, or not renewed” to make a more consistent and defined trigger event. Due to operational changes of the agency, the office of record’s name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly. Finally, the State Archives Manager has reviewed this records series for possible historical value and has determined these records have historical value to the Archives. According to the State Archives Manager this “record series should be retained to protect the financial interests of the state and to protect its citizens from any potential risks of hazardous materials. There could be long term detrimental health effects that may not be diagnosed for decades, and asbestos is a prime example of materials that were deemed safe but later determined to cause life-threatening or fatal cancers”. Therefore, staff recommends changing the Recommend Disposition from “Destroy” to “Permanent: Transfer to Archives”. The agency agrees with this assessment and proposed retention change.

**C. Title:** Low-Level Waste Inspection **Records** ~~Files~~

**RDA:** 1990401

#### **Description:**

*These records document the inspection and testing of radioactive waste and facilities in which radioactive waste is received, handled, stored or disposed of (NAC 459). The records may include but are not limited to: radioactive waste testing results, waste inspection reports, facility inspection reports, equipment inspection reports, operational inspection reports, associated documentation, and related correspondence.*

~~This record series contains inspection reports and test results of radioactive waste, the premises, equipment, operations and facilities in which radioactive wastes are received, handled, stored and disposed of pursuant to NAC 459.818 and 459.8185.~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the inspection or testing report is completed.*

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### Justification for Modification of RDA 1990401:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records” and “a period of” replacing it with “from the end of the

calendar year in which the inspection or testing report is completed” to make a more consistent and defined trigger event. Finally, due to operational changes of the agency, the office of record’s name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly.

**D. Title:** Low-Level Waste License *Records Files*

**RDA:** 1990402

#### Description:

*These records document the issuance of licenses to dispose of radioactive waste on State-owned land and disposal in soil (NRS 439, 459, and NAC 459). The records may include but are not limited to: applications with supportive documentation (permits and renewals) environmental data, financial information, audit and inspection reports, disciplinary actions with supportive documentation (investigations, suspensions, revocations, and reinstatements), termination amendments, associated documentation, and related correspondence. This record series contains information necessary for the issuance of a license for: (1) disposal in soil of radioactive waste (NRS 439.200, 459.201(1)(a), and 459.221; and NAC 459.806 to 459.8225) and (2) disposal of waste in a State-owned area (NAC 459.850 to 459.950). Files may contain, but are not limited to: Applications with associated documentation including copies of permits and renewals; Environmental data; Financial information; Audit and inspection reports; Disciplinary actions including investigations, suspensions, revocations and reinstatement; Amendment to terminate; Related correspondence.*

#### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the license expired, is revoked, or not renewed.*

#### Recommended Disposition:

*Permanent: Transfer to Archives Destroy*

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

#### **Justification for Modification of RDA 1990402:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records” and “a period of” replacing it with “from the end of the calendar year in which the license expired, is revoked, or not renewed” to make a more consistent and defined trigger event. Due to operational changes of the agency, the office of record’s name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly. Finally, the State Archives Manager has reviewed this records series for possible historical value and has determined these records have historical value to the Archives. According to the State Archives Manager this “record series should be retained to protect the financial interests of the state and to protect its citizens from any potential risks of hazardous materials. There could be long term detrimental health effects that may not be diagnosed for decades, and asbestos is a prime example of materials that were deemed safe but later determined to cause life-threatening or fatal cancers”. Therefore, staff recommends



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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

changing the Recommend Disposition from “Destroy” to “Permanent: Transfer to Archives”. The agency agrees with this assessment and proposed retention change.

E. Title: Nuclear Regulatory Commission State Agreement ~~Records File~~

RDA: 1990396

**Description:**

*These records document agreements between the Division and the Federal government, interstate agencies and other states regarding the control of sources of ionizing radiation (NRS 459). The records may include but are not limited to: regulatory agreements with supportive documentation, inspection reports, associated documentation, and related correspondence. ~~This records series consists of agreements with the Federal Government, interstate agencies or any other state committing this state to perform on a cooperative basis inspections or other functions relating to the control of sources of ionizing radiation (See NRS 459.090 (1)).~~*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years *from the end of the calendar year in which the agreement expired or is terminated* ~~after expiration~~.

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archives, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

**Justification for Modification of RDA 1990396:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “after expiration” replacing it with “from the end of the calendar year in which the agreement expires or it terminated” to make a more consistent and defined trigger event. Finally, due to operational changes of the agency, the office of record’s name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly.

F. Title: ~~Personnel~~ Radiation ~~Exposure Film Badge~~ Records

RDA: 1990395

**Description:**

*These records document the results and monitoring of personnel exposed to radiation (NRS 459.060). The records may include but are not limited to: personnel exposure result reports, personnel monitoring reports, associated documentation, and related correspondence. ~~This record series contains the film badge reports showing radiation exposure of all individuals for which personnel monitoring is required (NRS 459.060).~~*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the exposure monitoring is completed*.

**Recommended Disposition:**

Permanent: Transfer to State Archives

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative, archives, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

**Justification for Modification of RDA 1990395:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records" and "a period of" replacing it with "from the end of the calendar year in which the exposure monitoring is completed" to make a more consistent and defined trigger event. Finally, due to operational changes of the agency, the office of record's name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly.

**G. Title:** Radiation Machine Registration *Records Files*

**RDA:** 1990399

**Description:**

*These records document the registration for possession of sources of ionizing radiation (NRS 459). The records may include but are not limited to: registration applications with supportive documentation, shielding designs and calculations, radiation protection plans, security plans, inspection reports with supportive documentation, enforcement actions with supportive documentation, associated documentation, and related correspondence. This records series constrains the file of registrants possessing sources of ionizing radiation which require registration under the provisions of NRS 459.010 through 459.290, including a record of any administrative or judicial action to such registrants (See NRS 459.030(4)(b)).*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the registration expired.* ~~after expiration.~~

**Recommended Disposition:**

Destroy *Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

**Justification for Modification of RDA 1990399:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends the deletion of "these records", "a period of", and "after expiration" replacing it with "from the end of the calendar year in which the registration expires" to make a more consistent and defined trigger event. In addition, staff recommends changing the disposition from "Destroy" to "Destroy Securely" to protect the sensitive nature of these records, especially as it related to location security. Finally, due to operational changes of the agency, the office of record's name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly.

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

H. Title: Radiological Emergency Response Plan and Procedures **Records Files** RDA: 1990400

**Description:**

*These records document the emergency response plan and procedures related to radioactive materials (NRS 459). The records may include but are not limited to: emergency response plan with supportive documentation, policies and procedures, associated documentation, and related correspondence. This record series contains the emergency response plan and procedures for the division. This plan is part of the Nevada State Hazardous Materials Operations Support Plan which addresses all hazardous materials accidents. These plans are also part of the Nevada State Emergency Plan. (See NRS 459.030).*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years *from the end of the calendar year in which the plan or procedure is superseded after the plan and/or procedures are superseded.*

**Recommended Disposition:**

Destroy **Securely**

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

**Justification for Modification of RDA 1990400:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In particular, staff recommends the deletion of "This plan is part of the Nevada State Hazardous Materials Operations Support Plan which addresses all hazardous materials accidents. These plans are also part of the Nevada State Emergency Plan" as it is an operational note, not a description of the record. Staff recommends the deletion of "these records", "a period of", and "after expiration" replacing it with "from the end of the calendar year in which the agreement expires or it terminated" to make a more consistent and defined trigger event. In addition, staff recommends changing the disposition from "Destroy" to "Destroy Securely" to protect the sensitive nature of these records, especially as it related to emergency response. Finally, due to operational changes of the agency, the office of record's name is the Radiation Control Program. Staff and the agency recommend the name be changed accordingly.

#### 2. Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action

A. Title: Brownfields Assessment **Records Files**

RDA: 2004242

**Description:**

*These records document the assessment of "Brownfields" project sites in accordance with the Small Business Liability Relief and Brownfield's Revitalization Act (42 U.S.C. § 9601 et seq and 42 U.S.C. § 9604 (k)(2)). The records may include but are not limited to: targeted brownfield assessment documentation, applications, approval letters, WasteLAN coding sheets, exhibits documentation, technical reports, site maps with supportive documentation, scope of work documentation, consultant submittals and reports, work plans, cost estimates, amendment documentation or change orders, sampling and analysis documentation, site work correspondence, phase I site assessment reports, phase II site assessment reports, final reports, associated documentation, and related correspondence. This record series documents the*

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~~assessments of "Brownfields" projects funded under the Small Business Liability Relief and Brownfield's Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The assessment projects are authorized and described in 42 U.S.C. § 9604 (k)(2). The files may contain documents under the following sections: "Targeted Brownfield Assessment" section; documents; applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, "Exhibits" section; technical reports by applicant, site maps, and attachments, "Scope of Work" section; submittals by consultants, work plan, cost estimates, approvals, amendments and change orders, "Sampling and Analysis" section; consultant reports, site work correspondence, and "Finalized Reports" section; phase I and phase II reports (including drafts and finalized reports). Each section may also contain related correspondence.~~

#### **Authorized Retention:**

Retain for thirty (30) calendar years *from the end of the calendar year in which the site's Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA).* ~~following the submission of the Final Expenditure Report to the EPA for the specific site.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

#### **Justification for Modification of RDA 2004242:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "following the submission of the Final Expenditure Report to the EPA for the specific site" replacing it with "from the end of the calendar year in which the site's Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA)" to make a more consistent and defined trigger event.

**B. Title:** Brownfields Clean-up *Records Files*

**RDA:** 2004243

#### **Description:**

*These records document the clean-up of "Brownfields" project sites in accordance with the Small Business Liability Relief and Brownfield's Revitalization Act (42 U.S.C. § 9601 et seq and 42 U.S.C. § 9604 (k)(2)). The records may include but are not limited to: applications, approval letters, WasteLAN coding sheets, Brownfields assessment documentation, Underground Storage Tank (UST or Leaking Underground Storage Tank (LUST) assessment, clean-up plans, corrective actions plans, final reports, associated documentation, and related correspondence. This record series documents the clean-up of "Brownfield" projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The clean-up projects are authorized and described in 42 U.S.C. § 9604 (k)(3). The files may contain: applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, clean-up plan, corrective action plan, final report and related correspondence.*

#### **Authorized Retention:**

Retain for thirty (30) calendar years *from the end of the calendar year in which the site's Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA).* ~~following~~

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~the submission of the Final Expenditure Report to the Environmental Protection Agency (EPA) for the specific site.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

**Justification for Modification of RDA 2004243:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "following the submission of the Final Expenditure Report to the EPA for the specific site" replacing it with "from the end of the calendar year in which the site's Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA)" to make a more consistent and defined trigger event.

**C. Title:** Brownfields Contract ~~Records~~ **Files**

**RDA:** 2004244

**Description:**

*These records document "Brownfields" project site contracts in accordance with the Small Business Liability Relief and Brownfield's Revitalization Act (42 U.S.C. § 9601 et seq and 42 U.S.C. § 9604 (k)(2)). The records may include but are not limited to: contracts with supportive documentation, accounting documentation, contract coding sheets, contract invoice checklist, invoices with supportive documentation, financial status reports, associated documentation, and related correspondence.* ~~This record series documents the payment to contractors for assessment or clean-up activities of "Brownfields" projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The files may contain: Voucher Detail reports (an IFS Advantage computer report), internal coding sheets, Contract Invoice Checklist, invoices with attached backup documentation and related correspondence.~~

**Authorized Retention:**

Retain these records for a period of ten (10) federal fiscal years *from the end of the federal fiscal year in which the financial status reports are submitted to the federal Environmental Protection Agency (EPA).* ~~from the submission of the Quarterly or Annual Financial Status Report to the EPA.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.



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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### Justification for Modification of RDA 2004244:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "from the submission of the Quarterly or Annual Financial Status Report to the EPA" replacing it with "from the end of the federal fiscal year in which the annual financial status report is submitted to the federal Environmental Protection Agency (EPA)" to make a more consistent and defined trigger event.

**D. Title:** Certification *Program* Applications: Incomplete, Denied, *or and* Failed **RDA:** 2004249

#### Description:

*These records document incomplete, failed, or denied applications for certification related to Certified Environmental Managers, Underground Storage Tank Handlers, Underground Storage Tank Testers, or Class A, B and C (ABC) Operator Training (40 CFR 280, Subpart J, NRS and NAC 459). The records may include but are not limited to: applications, photos, signed statements of criminal proceedings or convictions, letters of reference, educational documentation, receipts of certification, exam registration documentation including fee receipt, certification checklists, exam score reports, associated documentation, and related correspondence. This record series is used to document applications for certification in accordance with NRS 459.500, that were incomplete, denied or failed the required exam. The files may consist of: application, photo, signed statement of criminal proceedings and convictions, letters of reference, educational documentation, receipts for certification and exam registration fees, exam registration, certification checklist, exam score report, related correspondence and similar documents.*

#### Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ two (2) calendar years from the end of the calendar year *in which the application was denied, deemed incomplete, or failed.* ~~to which they pertain.~~

#### Recommended Disposition:

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

#### Justification for Modification of RDA 2004249:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "this records series", "a period of", and "to which they pertain" replacing it with "in which the application was denied, deemed incomplete, or failed" to make a more consistent and defined trigger event.

**E. Title:** Certification *Program Applications: Approved Files* **RDA:** 2004250

#### Description:

*These records document approved applications for certification related to Certified Environmental Managers (NAC 459.9704; NRS 459.485, 459.500), Underground Storage Tank Handlers (NAC 459.9705; NRS 459.485, 459.500), Underground Storage Tank Testers (NAC 459.9715; NRS 459.485, 459.500), or Class A, B and C (ABC) Operator Training (40 CFR 280, Subpart J NAC 459.99396;*

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NRS 459.826.** *The records may include but are not limited to: applications, photos, signed statements of criminal proceedings or convictions, letters of reference, resumes, training certificates, work experience documentation, receipts of certification, exam registration documentation including fee receipt, certification checklists, exam score reports, applicable licenses issued by other licensing agencies, issued certificate, enforcement letters, disciplinary decisions with supportive documentation, associated documentation, and related correspondence.* ~~This record series is used to document individuals who received certifications in accordance with NRS 459.500 and NAC 459.970 to 459.9729. The files may consist of: application, photo, signed statement of criminal proceedings and convictions, copies of training certificates, receipts for certification and exam registration fees, certification checklist, copies of licenses from other licensing (certification) agencies, resumes, updates of work experience, renewal documents, copy of issued certificate, disciplinary decisions, letter of Enforcement, related correspondence and similar documents.~~

**Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years (three renewal cycles) from the *end of the calendar year in which the certification expired, is suspended, or revoked.* ~~date of expiration, revocation or suspension of the certification.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

**Justification for Modification of RDA 2004250:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "this records series", "a period of", and "date of expiration, revocation or suspension of the certification" replacing it with "end of the calendar year in which the certification expires, is suspended, or revoked" to make a more consistent and defined trigger event.

**F. Title:** Department of Defense Case *Records Files*

**RDA:** 2017039

**Description:**

*These records document the identification, assessment, and clean-up of contaminated sites on lands currently managed or formerly owned by the United States Department of Defense. The records may include but are not limited to: preliminary assessments and site inspections reports, remediation investigations and facility studies, plan proposals, decision documentation including no further action decisions, remediation designs, engineering evaluations and cost analyses, enforcement documentation, associated documentation, and related correspondence.* ~~This record series documents the identification, assessment, and cleanup of contaminated sites on lands currently managed or formerly owned by the US Department of Defense. Files are held for cleanups conducted by the Nellis Air Force Base, Hawthorne Army Depot, Naval Air Station Fall, Hill Air Force Base, and formerly used defense sites throughout the State of Nevada. Site cleanups include hazardous substances in soil, groundwater, and surface water as well the cleanup of military munitions at former military ranges. The files may contain but are not limited to: Preliminary Assessments and Site Inspection Reports; remedial investigations and feasibility studies; proposed plans; records of decision; remedial designs; No Further Action decision documents; engineering evaluations and cost analyses; enforcement documentation; related correspondence; and similar documents.~~



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**Authorized Retention:**

Permanent

**Recommended Disposition:**

Permanent: Held by Agency

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

**Justification for Modification of RDA 2017039:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Specifically, staff recommends the deletion of "Tiles are held for cleanups conducted by the Nellis Air Force Base, Hawthorne Army Depot, Naval Air Station Fall, Hill Air Force Base, and formerly used defense sites throughout the State of Nevada. Site cleanups include hazardous substances in soil, groundwater, and surface water as well the cleanup of military munitions at former military ranges" this is more informational in nature and are not related to the retention of these records.

**G. Title:** ~~Exam Files for~~ Certification *Program Examination Records*

**RDA:** 2004252

**Description:**

*These records document the administration of applicant testing for certification related to Certified Environmental Managers (NAC 459.9704; NRS 459.485, 459.500), Underground Storage Tank Handlers (NAC 459.9705; NRS 459.485, 459.500), Underground Storage Tank Testers (NAC 459.9715; NRS 459.485, 459.500), or Class A, B and C (ABC) Operator Training (40 CFR 280, Subpart J NAC 459.99396; NRS 459.826). The records may include but are not limited to: exams produced in accordance with NRS 459.500 and NAC 459.970 to 459.9729, proctor instructions, candidate lists, sign-up sheets, registration forms, test results, exam "Scantron" analysis, associated documentation, and related correspondence. This record series is used to document the registration for and testing of applicants for certification in accordance with NRS 459.500 and NAC 459.970 to 459.9729. The files may consist of: Proctor Instructions, list of candidates, sign-up sheet, registration forms (which verifies that exam fees were received), list of test results (name of individual with score), "Scantron" Analysis of the exam and similar documents.*

**Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the test analysis is completed.* ~~date of the completion of the test analysis.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

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#### Justification for Modification of RDA 2004252:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Specifically, staff recommends the deletion of notations in the description that are more instructional in nature and are not related to the retention of these records. In addition, staff recommends the deletion of "this records series", "a period of", and "date of the completion of the test analysis" replacing it with "end of the calendar year in which the test analysis is completed" to make a more consistent and defined trigger event.

H. Title: Heating Oil *Claim Records Files*

RDA: 2004241

#### Description:

*These records document monetary claims from owners of unregulated heating oil tanks for spill clean-up and/or removal of the tank under the Fund for Cleaning Up Discharges of Petroleum (Petroleum Fund) in accordance with NRS and NAC 445C. The records may include but are not limited to: applications, claim invoices, closure reports, associated documentation, and related correspondence.* ~~This record series is used to document claims from owners of unregulated heating oil tanks (residential and commercial) on the "Fund for Cleaning Up Discharges of Petroleum" (known as the "Petroleum Fund" for short) for clean-up of spills and/or removal of the tank in accordance with NRS 590.830 et seq. (See also NAC Chapter 590). The files may contain: application (signed by a certified environmental specialist), invoice claim, closure reports, related correspondence and similar documents. These files may be duplicated in and contain duplicate information as contained in Underground Storage Tank (UST), Leaking Underground Storage Tank (LUST) and "Petroleum Claim" files.~~

#### Authorized Retention:

Retain for ~~a period of~~ ninety-nine (99) ~~calendar~~ *fiscal* years from the *end of the fiscal year in which the clean-up or removal case is closed.* ~~closure of the claim.~~

#### Recommended Disposition:

Destroy

#### NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

#### Justification for Modification of RDA 2004241:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Specifically, staff recommends the deletion of notations in the description that are more instructional in nature and are not related to the retention of these records. In addition, staff recommends the deletion of "a period of" and "closure of the claim" replacing it with "end of the fiscal year in which the clean-up or removal case is closed" to make a more consistent and defined trigger event. Staff recommends changing the Authorized Retention for calendar years to fiscal years to address the fiscal nature of the records.

I. Title: Leaking Underground Storage Tank (LUST) *Records Files*

RDA: 2004226

#### Description:

*These records document the reporting, investigation, and monitoring of underground storage tanks that have leaked or are suspected of leaking. The records may include but are not limited to:*

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

*complaint/spill reports, initial site characterization reports, free-product removal reports, soil and ground water investigation reports, other applicable investigation reports, assessments, corrective action plans, storage tank system repair documentation, financial surety documentation, enforcement documentation, monitoring documentation, associated documentation, and related correspondence.* ~~This record series documents the investigation, reporting and monitoring of storage tanks that have leaked or have been reported of suspected leakage. The files may contain: Complaint/Spill Report forms (reports of all releases), Initial Site Characterization reports, free-product removal reports, investigation of soil and ground water reports, assessments, Corrective Action Plan, investigation reports, monitoring reports, storage tank system repair documentation, enforcement documentation, financial surety records, related correspondence and similar documents.~~

#### **Authorized Retention:**

Retain for ninety-nine (99) calendar years from the *end of the calendar year in which the storage tank is closed or remedial action is completed.* ~~permanent closure of the storage tank and completion of all remedial action.~~

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

#### **Justification for Modification of RDA 2004226:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "permanent closure of the storage tank and completion of all remedial action" replacing it with "end of the calendar year in which the storage tank is closed or remedial action is completed." to make a more consistent and defined trigger event.

**J. Title:** Petroleum Fund Claims ~~s~~ *Payment Records*

**RDA:** 2004228

#### **Description:**

*These records document the payment of claims from the Fund for Cleaning Up Discharges of Petroleum (Petroleum Fund) in accordance with NRS 445C.310. The records may include but are not limited to: complaint/spill reports, applications for coverage, initial site characterization reports, soil and ground water investigation reports, certified environmental manager assessments with invoices, reports submitted to the Division and the Board to Review Claims, Board to Review Claims decisions, corrective action plans, storage tank system repair documentation, accounting documentation, owner/contractor payment verification documents, monitoring reports, associated documentation, and related correspondence.* ~~This record series documents the claims against the State Petroleum Fund for the clean-up and other corrective action by owners/operators of storage tanks that have leaked. The files may contain: Complaint/Spill Report forms (reports of all releases), Initial Site Characterization reports, investigation reports concerning soil and ground water, detailed assessments by certified environmental specialist (including cost remediation assessments), Corrective Action Plans, monitoring reports, storage tank system repair documentation, invoices, NDEP reports to the Board to Review Claims (cost-effectiveness, overruns, and similar), decision by the Board to Review Claims, checks with related accounting records, proof of payment by owner/contractor, related correspondence and similar documents.~~

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**Authorized Retention:**

Retain for ninety-nine (99) fiscal years from the end of the fiscal year in which the claim was finalized.

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

**Justification for Modification of RDA 2004228:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately.

**K. Title:** Superfund Grant Administrative Records

**RDA:** 2004229

**Description:**

*These records document the administration of the "Superfund" grant according to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. § 9601 et seq.). The record may include but are not limited to: financial documentation and reports, property documentation, procurement documentation, time and attendance documentation, compliance documentation, site specific technical pre-remedial hour reports, any other 40 CFR 6700 related records as required, final reports, associated documentation, and related correspondence.* ~~This record series documents the main administrative record created under the "Superfund" (CERCLA, Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.). The files may contain: grant financial records & reports, property records, procurement records, time & attendance records, compliance documentation, site-specific technical pre-remedial hour reports, related correspondence and similar documents (See 40 CFR 6700 for details of required project records).~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ ten (10) ~~calendar~~ *fiscal* years *from the end of the fiscal year in which the Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA).* ~~following the submission of the Expenditure Report to the EPA.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

**Justification for Modification of RDA 2004229:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "following the submission of the Expenditure Report to the EPA" replacing it with "from the end of the fiscal year in which the Final

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Expenditure Report is submitted to the federal Environmental Protection Agency (EPA)" to make a more consistent and defined trigger event. Staff recommends changing the Authorized Retention for calendar years to fiscal years to address the fiscal nature of the records.

**L. Title:** Superfund Site Specific Administrative Records

**RDA:** 2004230

**Description:**

*These records document the administration of specific "Superfund" sites according to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. § 9601 et seq.). The records may include but are not limited to: applications, budget documentation (EPA CSF 424A), project narratives, site descriptions, site specific statement of work, quality assurance plans, certification documentation, CERCLA assurances (40 CFR 35.6105), quarterly project reports (40 CFR 35.6650), notification of significant developments (40 CFR 35.6655), any other 40 CFR 35 related records as required, final reports associated documentation, and related correspondence.* ~~This record series documents the site specific records created under the "Superfund" (CERCLA, Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.) for the clean-up of contaminated sites. The files may contain: application, budget sheets (EPA CSF 424A), project narrative, site description, site specific statement of work, quality assurance plan, certifications, CERCLA assurances (all described in 40 CFR 35.6105), quarterly project reports (40 CFR 35.6650), notification of significant developments (40 CFR 35.6655) and other records as described in 40 CFR 35.6800 to 35.6820.~~

**Authorized Retention:**

Retain for thirty (30) calendar years *from the end of the calendar year in which the Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA).* ~~following the submission of the Final Expenditure Report to the EPA for the specific site.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

**Justification for Modification of RDA 2004230:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "following the submission of the Final Expenditure Report to the EPA for the specific site" replacing it with "from the end of the calendar year in which the Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA)" to make a more consistent and defined trigger event.

**M. Title:** Underground Storage Tank (UST) *Records Files*

**RDA:** 2004227

**Description:**

*These records document the registration program for underground storage tanks. The records may include but are not limited to: Environmental Protection Agency (EPA) 7530 underground storage tank notification forms, certificates of enrollment/registration, receipt documentation, Nevada petroleum invoices, initial site characterization reports, corrosion protection*



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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

*documentation, leak detection system documentation, spill and overfill protection documentation, corrective action plans, investigation reports, enforcement documentation, monitoring reports, storage tank system repair documentation, financial surety documentation, closure or change in service notifications, site assessments, associated documentation, and related correspondence.*

~~This record series documents the registration program for storage tanks. The files may contain: EPA Form 7530 "Notification for Underground Storage Tanks," Certificates of Enrollment (registration), receipts, Nevada Petroleum Invoices, Initial Site Characterization reports, corrosion protection documentation, leak detection system documentation, spill and overfill protection documentation, Corrective Action Plans, investigation reports, monitoring reports, storage tank system repair documentation, enforcement documentation, copies of financial surety records, closure or change in service notification, site assessments, related correspondence and similar documents.~~

#### **Authorized Retention:**

Retain for ninety-nine (99) calendar years from the *end of the calendar year in which the storage tank is closed or remedial action is completed.* ~~permanent closure of the storage tank and completion of all remedial activities.~~

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

#### **Justification for Modification of RDA 2004227:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "permanent closure of the storage tank and completion of all remedial activities" replacing it with "end of the calendar year in which the storage tank is closed or remedial action is completed" to make a more consistent and defined trigger event.

**N. Title:** *Brownfields* Voluntary Clean-up *Program Records Files*

**RDA:** 2004245

#### **Description:**

*These records document projects managed under the Brownfields Voluntary Clean-Up Program (VCP) in accordance with the Small Business Liability Relief and Brownfields Revitalization Act (42 U.S.C. § 9601 et seq., NRS and NAC 459) and under the general oversight of the Division. Records may include but are not limited to: applications, approval letters, WasteLAN coding sheets, clean-up plans, quarterly monitoring reports, system design documentation, project reviews, final reports, associated documentation, and related correspondence.* ~~This record series documents the voluntary clean-up projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. and NRS 459.640 to 459.658 (See also NAC 459.973 to 459.9743). The files may contain: applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, clean-up plan, quarterly monitoring reports, system design documents, project reviews and related correspondence.~~

#### **Authorized Retention:**

Retain for thirty (30) ~~calendar~~ *fiscal* years *from the end of the fiscal year in which the Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA).* ~~following~~

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~the submission of the Final Expenditure Report to the Environmental Protection Agency (EPA) for the specific site.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, fiscal, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

**Justification for Modification of RDA 2004245:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "following the submission of the Final Expenditure Report to the Environmental Protection Agency (EPA) for the specific site" replacing it with "from the end of the fiscal year in which the Final Expenditure Report is submitted to the federal Environmental Protection Agency (EPA)" to make a more consistent and defined trigger event. Staff recommends changing the Authorized Retention for calendar years to fiscal years to address the fiscal nature of the records.

### 3. Department of Administration, Library, Archives, and Public Records Division, Archives and Records

**A. Title:** Archives ~~Accession~~ Records – ~~Accession and~~ Deaccession ~~Records Receipt~~

RDA: 2016019

**Description:**

*These records document the accession and/or deaccession process of state agency records transferred to the Archives (NRS 378.250). The records may include but are not limited to: memoranda of transfer, deaccessioning forms with supportive documentation, index lists, associated documentation, and related correspondence.* ~~This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Deaccession Receipt"/ Memoranda of Understanding authorization forms (the information may include, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.~~

**Authorized Retention:**

Permanent

**Recommended Disposition:**

Permanent: ~~Transfer to State Archives~~ Held by the Agency

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Modification of RDA 2016019:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff



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recommends the deletion of "Transfer to State Archives" and replacing it with "Held by the Agency" to make a more accurate trigger event as the State Archives and the Agency are one and the same. The State Archives Manager agree with the proposed change.

#### **B. Title:** Archives ~~Accession~~ Records - ~~Images~~ **Reproduction** License Agreement **RDA:** 2016021

##### **Description:**

~~This~~ **These** record**s** ~~series is used to~~ document the ~~agreement to use images of records from the State Archives in programs or publications~~ **authorization by the State Archives allowing an individual or an organization the use of reproductions of print, photographic, or video records in programs or publications purposes**. The records may include but are not limited to: ~~Images License authorization~~ **Agreements with supportive documentation, associated documentation**, and related correspondence.

##### **Authorized Retention:**

~~Permanent~~ **Retain for six (6) calendar years from the end of the calendar year in which the reproduction request is approved or denied.**

##### **Recommended Disposition:**

~~Destroy~~ **Permanent: Transfer to State Archives**

##### **NSLAPR staff recommendation:**

The retention period meets administrative values.

##### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

##### **Justification for Modification of RDA 2016021:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, the State Archives Manager has determined there is no historical preservation need to retain these records permanently. Staff recommends changing the Authorized Retention from "Permanent" to "Retain for six (6) calendar years from the end of the calendar year in which the reproduction request is approved or denied" which is line with NRS 11.190(b) "An action upon a contract, obligation or liability founded upon an instrument in writing". The Recommended Disposition is Destroy, as these records contain no personal identifying confidential information. The State Records Manager and the State Archives Manager agree with the proposed change.

#### **C. Title:** Archives ~~Accession~~ Records - Loan ~~Records~~ **Receipt**

**RDA:** 2016020

##### **Description:**

~~This~~ **These** record**s** ~~series is used to~~ document the **temporary loan** ~~transfer~~ of records from the State Archives (NRS 378.250). The records may include but are not limited to: ~~"Transfer Receipt" or Memoranda of Understanding authorization forms~~ **with supportive documentation, (the information may include -, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc)** index list**s**, **associated documentation**, and related correspondence.

##### **Authorized Retention:**

Retain for four (4) calendar years from the end of the calendar year in which the records were returned.

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#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets the administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

#### **Justification for Modification of RDA 2016020:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately.

D. Title: *Archives Records* - Exhibit *Records Files*

RDA: 1990082

#### **Description:**

These records ~~are used to~~ document ~~and administer~~ exhibits prepared by the State Archives. The record may contain but is not limited to: planning and proposal documentation, *loan agreements, exhibit marketing materials, associated event documentation (e.g. presentations, exhibit unveiling, etc.)* ~~and associated records documentation, and related correspondence.~~

#### **Authorized Retention:**

~~*Permanent* Retain for three (3) fiscal years from the end of the fiscal year in which the exhibit was completed.~~

#### **Recommended Disposition:**

Permanent: Held by Agency

#### **NSLAPR staff recommendation:**

The retention period meets administrative and archival values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

#### **Justification for Modification of RDA 1990082:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deleting "Retain for three (3) fiscal years from the end of the fiscal year in which the exhibit was completed" replacing it with "Permanent" to reflect the Recommended Disposition more accurately. The State Archives Manager agrees with the proposed change.

E. Title: *Records Center* - Notice of Pending Disposition *Records Files*

RDA: 1992432

#### **Description:**

*These records document the notifications made to state agencies when records stored in the State Records Center are ready for disposition. The records many include but are not limited to: Records Center accession documentation, notice of pending disposition forms, associated documentation, and related correspondence.* ~~This record series is used to notify state agencies when records stored in the State Records Center are ready for disposition. The series consists of Records~~

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~Center Accession Sheets (RDA 92431), Notice of Pending Disposition of Records forms, and attached notes and memos.~~

**Authorized Retention:**

Retain for ~~a period of~~ three (3) calendar years from *end of the calendar in which the record was disposed of, destroyed, or transferred to the State Archives.* ~~the disposition of the records.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Modification of RDA 1992432:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "a period of" and "the disposition of the records" and replacing it with "end of the calendar in which the record was disposed of/destroyed" to make a more accurate trigger event.

**F. Title:** Records Center - Access Authorization Forms

**RDA:** 2017046

**Description:**

*These forms document an employee's authorization to access their agency's records stored in the Records Center. The records may include but are not limited to: completed authorization forms, associated documentation, and related correspondence.* ~~This record series consists of Access Authorization forms for the State Records Center. The forms are used to verify staff that has been given rights to access their agency's records. The form may include the following: requesting agency, name of agency representative, email address and phone number.~~

**Authorized Retention:**

Retain until superseded.

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Modification of RDA 2017046:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends changing the Authorized Retention from fiscal years to calendar years as these records are not fiscal in nature.

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

- G. Title: ~~Records Retention Schedule File~~ **Records Management – Records Series and Retention Schedule Creation/Modification/Deletion Records** RDA: 1992435

**Description:**

*These records document the creation, modification, or deletion of a records series (indicated by a Retention Authorization Disposition or RDA#) and a records retention schedule. The records may include but are not limited to: the created, modified, or deleted records series with justification information, the created, modified, or deleted records retention schedule, and State Records Committee approval documentation. This record series is used as a listing of approved dispositions for official state records in the legal custody of state agencies. The files consist of title pages (earlier ones signed by the State Board of Examiners), records retention schedules, and copies of correspondence and memos.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years **from the end of the calendar year in which the creation, modification, or deletion occurs.** ~~after the schedule is superseded.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative and archival values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Modification of RDA 1992435:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage meets the needs of the agency based on a change to their internal procedure related to these records. In addition, staff recommends the deletion of “these records”, “a period of” and “after the schedule is superseded” replacing it with “from the end of the calendar year in which the creation, modification, or deletion occurs” to make a more accurate trigger event.

- H. Title: **Records Center - Records Retrieval Requests**

RDA: 1997048

**Description:**

*These records document requests by State agencies to access and/or retrieve their records from the Records Center. The records may include but are not limited to: completed request forms, associated documentation, and related correspondence. This records series is a form used to enter requests for records, from agencies with records stored in the State Records Center. It also serves as a sign-out form when the requested files are received by the requesting agency, showing the original requester, the date requested, and the signature of the approved agency representative receiving the record(s).*

**Authorized Retention:**

Retain for three (3) fiscal years from the end of the fiscal year in which the **request was fulfilled or completed.** ~~last date was entered.~~

**Recommended Disposition:**

Destroy

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Modification of RDA 1997048:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "last date was entered" replacing it with "request was fulfilled or completed" to make a more accurate trigger event.

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness

A. Title: ~~Low Level Waste: Reports by Disposal Site Licensee~~

RDA: ~~1990403~~

**Description:**

~~This record series contains the reports submitted for the disposal site near Beatty pursuant to NAC 459.850 through 459.950.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Health Protection and Preparedness.

**Justification for Deletion of RDA 1990403:**

Based on modifications made to RDA 2005146 Beatty Low-Level Radiation Storage Facility Records, this records series is redundant. Staff recommends the deletion of this records series. The agency agrees with staff recommendation, including the longer retention for this particular records series from three calendar years to ten calendar years to ensure consist documentation of the Beatty Radiation Storage Facility and surrounding area.

#### 2. Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action

A. Title: ~~Examinations for Certification~~

RDA: ~~2004253~~

**Description:**

~~This record series is used to review and produce exams for certification in accordance with NRS 459.500 and NAC 459.970 to 459.9729. The files consist of: copies of the exams, "Scantron" Analysis of the exam, correspondence with contractor who reviews and produces the exams and similar documents.~~

**Authorized Retention:**

~~Retain this record series for a period of six (6) calendar years from the date of the completion of the test analysis.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action Records Officer.

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### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### Justification for Deletion of RDA 2004253:

With the modifications to RDA 2004252 "Certification Program Examination Records", this records series becomes redundant. The agency and staff recommend the deletion of this RDA.

**B. Title:** ~~Project Tracking (PT) Database~~

**RDA:** ~~2004231~~

#### Description:

~~This PT database is used to give public access to corrective action cases administered by the Bureau of Corrective Action. Most of the data relating to cases is still found in the paper files of the Bureau. The data includes: facilities with federally regulated underground storage tanks, facilities which do not have federally regulated tanks, reported spills & discharges, remedial actions, dates, facility information and similar data.~~

#### Authorized Retention:

~~Update this database as needed, retaining backup copies as required by NRS 239.051.~~

#### Recommended Disposition:

~~Destroy~~

#### **NSLAPR staff recommendation:**

Delete this RDA.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection, Bureau of Corrective Action.

#### Justification for Deletion of RDA 2004231:

This records series covers a database. Databases are non-records. Staff recommends the deletion of this RDA as it is a non-record. All "paper files of the Bureau" are covered in other records series in this retention schedule.

### 3. Department of Administration, Library, Archives, and Public Records Division, Archives and Records

**A. Title:** ~~Archives Accession Records -- Memorandum of Transfer~~

**RDA:** ~~2016017~~

#### Description:

~~This record series is used to document receipt of records to the State Archives (NRS 378.250). The records may include, but are not limited to: "Memoranda of Transfer" authorization forms (the information may include --, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.~~

#### Authorized Retention:

~~Permanent~~

#### Recommended Disposition:

~~Permanent: Transfer to State Archives~~

#### **NSLAPR staff recommendation:**

Delete this RDA.



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### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Deletion of RDA 2016017:**

With the modifications of RDA 2016019 "Archives Accession Records - Deaccession Receipt", these records are redundant. Staff recommends the deletion of this RDA. The State Records Manager and the State Archives Manager agree with the proposed deletion.

**B. Title:** ~~Records Disposition Authorization Files~~

**RDA:** ~~1992434~~

**Description:**

~~These records are used in the inventory, appraisal and approval process for scheduling official state records (See NRS 239.080 and NRS 378.255). The record may contain but is not limited to: Records Disposition Authorization forms (RDA); inventory worksheets (with supportive material), and; related correspondence.~~

**Authorized Retention:**

~~Retain for three (3) calendar years from the calendar year that the RDA was discontinued by the State Records Committee.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Nevada State Library, Archives, and Public Records Division, Archives and Records.

**Justification for Deletion of RDA 1992434:**

With the modifications of RDA 1992435 "Records Retention Schedule File", these records are redundant. Staff recommends the deletion of this RDA. The State Records Manager and the State Archives Manager agree with the proposed deletion.

#### 4. Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement

**A. Title:** ~~Computer Reports for Child Support: Regularly Scheduled~~

**RDA:** ~~2006197~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request and used to administer the Child Support Enforcement Program. These reports include printouts from: legacy systems within other programs of the Welfare Division; the NOMADS system; ESD, DMV and other state agencies; local governments; the Federal government; and various printouts from other states.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

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### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Support Services, Child Support and State Collections and Disbursement Unit.

**Justification for Deletion of RDA 2006197:**

This records series was reviewed and approved by the Committee on January 12, 2022. However, following the meeting staff discovered an error. In the January 12, 2022 agenda the "Computer Reports for Child Support: Regularly Scheduled" records series indicated the assigned RDA was 2003164. The correct assigned RDA is 2006197. The records series above indicates the correct RDA for the Committee's approval. Approval of this correction will not effect RDA 2003164 "Child Support Case Records" which were approved by the Committee for modification at the January 12, 2022 meeting.

Attachment E  
Proposed New, Modification, and Deletion of RDAs for General Records  
Retention Schedule

**There are no proposed new, modifications, deletions of RDAs.**